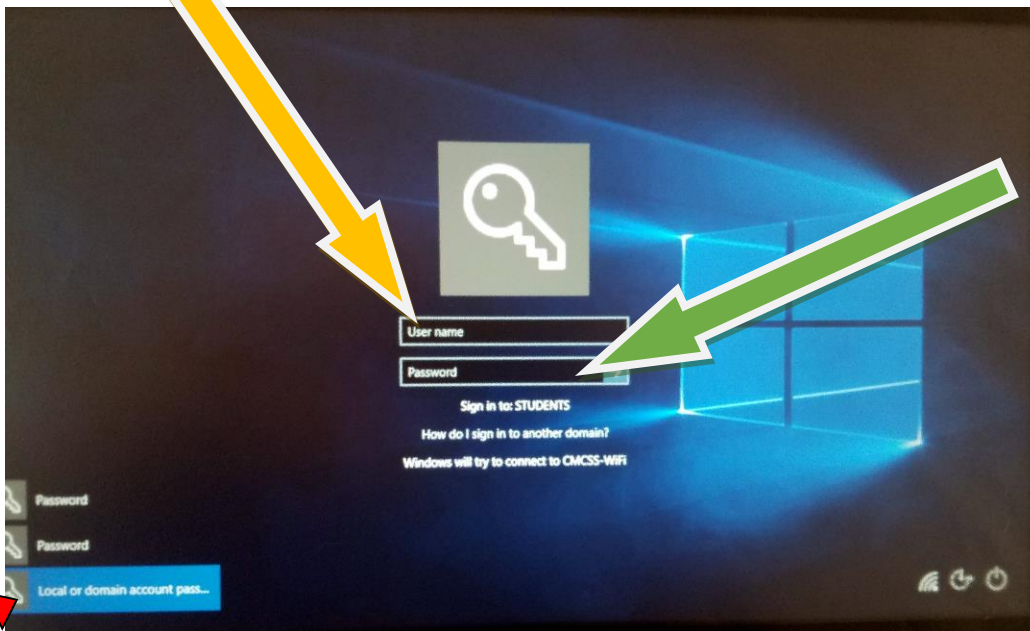


# Logging onto the Computers with Windows 10 AND the School Server

**Student Username: first.last###** (Username shown in “Student Email” report in PowerSchool Portal page.)

1. If a student's name contains **any non-alphabetic characters** such as dashes, apostrophes, periods, or spaces, **those characters WILL NOT appear** in the username.  
*For example, if the student's name is D'Shaun Smith-Clark and the Powerschool ID is 123456, the username will be dshaun.smithclark456.*
2. If your first and last name combined is **longer than 16 characters**, only the first 16 characters will be used.  
*For example, if the student's name is Christopher Williamson and the Powerschool ID is 123456, the username would be christopher.willi456.*



**Student Password:**

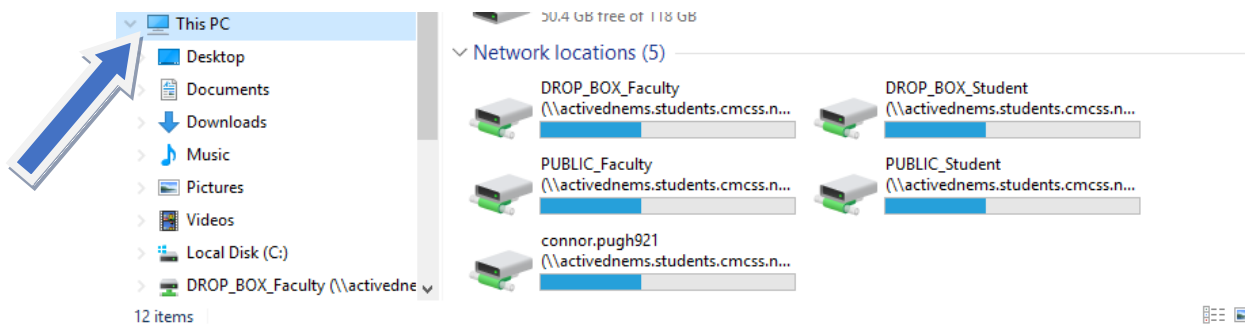
**FL####**



(Capitalized initials followed by the last four digits of the Student PIN)

“Student PIN” report is available in the printer icon of PowerSchool Portal page.

**Students** click “Local or Domain...” to login.

If they have logged into this computer before, their name will be here to choose instead.



To see the server: Click Windows button , then choose  File Explorer, and click **This PC**.  
**Public (Faculty and Students)** – for sharing your work with anyone who can log onto the server  
**Drop Box (Faculty and Students)** – for sharing your work with only selected users  
**Home Folder** – for storing work and files  
**Portfolio** – for storing completed showcase work for more than one year (the work here remains for access next year)